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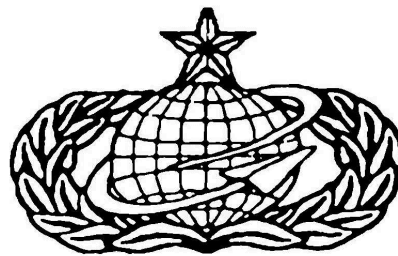
CFETP 3U0X1
Parts I and II
November 2000

AFSC 3U0X1

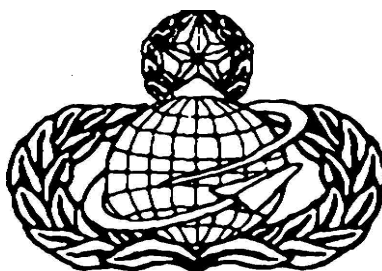
MANPOWER



Basic



Senior



Master

CAREER FIELD
EDUCATION AND TRAINING PLAN

**CAREER FIELD EDUCATION AND TRAINING PLAN
MANPOWER SPECIALTY
AFSC 3U0X1**

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**MANPOWER SPECIALTY
AFSC 3U0X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training. **NOTE:** Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (knowledge, education, training, and other); Section D indicates resource constraints. Some examples are funds, manpower, equipment, facilities; Section E identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, core task, and correspondence course requirements; Section B contains the course objective list and training standards supervisors will use to determine if airmen satisfied training requirements; Section C identifies available support materials. An example is a Qualification Training Package (QTP) which may be developed to support proficiency training. These packages are identified in AFIND8, *Numerical Index of Specialized Educational Training Publications*; Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses; Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS and TERMS EXPLAINED

Advanced Training (AT). A formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Advanced Distributed Learning (ADL). The purpose of the ADL initiative is to ensure that students can access high-quality education and training materials that can be a) tailored to individual learner needs, and b) made available whenever and wherever they are required.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list, which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Allocation Curves. The relation of hours of training in different training settings to the degree of proficiency, which can be, achieved on specified performance requirements.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

Career Training Guide (CTG). A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

Continuation Training. Additional training exceeding requirements with emphasis on present or future duty assignments.

Core Task. A task Air Force career field managers (AFCMs) identify as a minimum qualification requirement within an Air Force specialty. The workcenter supervisor may identify additional tasks (unit specific) required for upgrade training by placing an asterisk (*) in column 2 of Part II, Section A, Specialty Training Standard. Core tasks supporting Manpower core competencies are discussed in Section B, 8.3.

Course Objective List (COL). A publication, derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3- and 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Developing, Managing and Conducting Military Training Programs.

Enlisted Specialty Training (EST). A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

Exportable Training. Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

Field Technical Training (Type 4). Special or regular on-site training conducted by a field training detachment (FTD) or by a mobile training team.

Instructional System Development (ISD). A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

Initial Skills Training. A formal resident course which results in award of the entry level.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Optimal Training. The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media. Refer to the AFMIA Web Page for available training packages and courses.

Representative Sites. Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Skills Training. A formal course which results in the award of a skill level.

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

Specialty Training Package and COMSEC Qualification Training Package. A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct training. These

packages are prepared by AETC, approved by National Security Agency (NSA), and administered by qualified communications security (COMSEC) maintenance personnel.

Specialty Training Standard (STS). An Air Force publication that describes skills and knowledge that airman in a particular Air Force specialty needs on the job. It further serves as a contract between the Air Education and Training Command and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

Standard. An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

Task Module (TM). A group of tasks performed within an Air Force specialty that are performed together and that require common knowledge, skills, and abilities. TMs are identified by an identification code and a statement.

Total Force. All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

Training Capacity. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Impact Decision System (TIDES). A computer-based decision support technology being designed to assist Air Force career field managers in making critical judgments relevant to what training should be provided personnel within career fields, when training should be provided (at what career points), and where training should be conducted (training setting).

Training Planning Team (TPT). Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues are greater than is normal in the U&TW forum.

Training Requirements Analysis. A detailed analysis of tasks for a particular AFS to be included in the training decision process.

Training Setting. The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

Upgrade Training (UGT). Mandatory training which leads to the attainment of a higher level of proficiency.

Utilization and Training Pattern. A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or Air Force specialty. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

Utilization and Training Workshop (U&TW). A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and ATC training personnel that determines career ladder training requirements.

Section A - General Information

1. Purpose. This CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM functional managers (MFMs), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the 3-skill level awarding AFS specific training an individual receives upon retraining into the Manpower Specialty through successful completion of the formal Manpower Course at Keesler AFB MS. For Qualification and Upgrade Training (UGT) purposes, we use the practical specialization concept which states that while no one person can perform all functions of an AFS at any one time, individuals can be developed to fulfill all duties and responsibilities within an AFS at different times. Upgrade training identifies the mandatory courses, task qualification requirements (duty position and/or core tasks), and correspondence course completion requirements for awarding skill levels. If a trainee shows qualification in all tasks of the position in which he or she is assigned, and has met mandatory specialty qualification requirements in AFI 36-2108 (Airman Classification), and specialty core tasks requirements (see Section B, 8.4.3), then they should be considered qualified for upgrade to the 7-skill level (if in upgrade training). Qualification Training is hands-on task performance training designed to qualify an airman in a specific duty position. This training occurs during and after the upgrade training process and is designed to provide the performance skills and knowledge required to do the job. Advanced Training is formal Air Force specialty training (7 level school) used for selected airmen. Continuation Training is additional training, either in-residence or exportable advanced training courses, or on-the-job training provided to Manpower personnel. The CFETP also serves the following purposes:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints, which impact full implementation of the desired career field training process.

2. Uses. The plan will be used by FMs, MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM or designated POC, to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. FMs, MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courses.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The CFETP is approved and maintained by the Air Force Career Field Manager, HQ USAF/XPM. The career field training POC, AFMIA/MIPS, and the AETC Course Training Manager will review the CFETP annually to ensure currency and accuracy. Proposed changes should be forwarded to AFMIA/MIPS, 550 E Street East, Randolph AFB TX, 78150-4451. AFMIA will evaluate and provide recommendations to the AFCFM for approval and inclusion in the CFETP. MAJCOMs must ensure new training isn't developed that can be satisfied by existing courses.

Section B - Career Field Progression and Information

4. Specialty Description. AFSC 3U091 - Manpower Superintendent
AFSC 3U071 - Manpower Craftsman
AFSC 3U031 - Manpower Journeyman
AFSC 3U011 - Manpower Helper

4.1. Specialty Introduction. The Manpower Career Field encompasses manpower and organization activities with core competencies in manpower requirements determination, organization structure, program allocation and control, and performance management. These include developing and maintaining manpower standards, analysis of methods, procedures, various organizational structures, manning authorizations, manpower use, military-civilian mix, manpower force elements, peacetime and wartime requirements; contractual services, process improvement, productivity enhancement, and using various data systems.

4.1.1. Specialty Summary. Manages Manpower and Organization (MO) functions including process reengineering and continuous improvement initiatives; Air Force organizational and process standards; productivity programs; A-76 commercial activities and competitive sourcing and privatization studies; management consulting services; and special process studies. Manages manpower data systems, military grades, and peacetime and wartime manpower requirements and utilization; manpower resources; and organization structure. Supports operational planning and execution. Related DoD Occupational Subgroup: 500.

4.2. Duties and Responsibilities.

4.2.1. Develops and maintains Air Force Organizational and process standards and determinants. Designs methods and tailors consultation to improve organizational performance. Plans, advises, and facilitates organizational and functional process improvement including strategic planning, benchmarking, process mapping, work measurement, modern business management practices, metrics development for manpower requirements, performance evaluation, and manpower budget estimates. Plans, organizes, and facilitates integrated process teams to develop strategies that address output, processes, performance measurement, and organizational design. Uses industrial engineering and computer techniques to facilitate work measurement and process improvement. Assists organizations participating in and benefiting from, Air Force productivity programs. Administers suggestion and productivity enhancing capital investments programs. Plans, organizes, and directs MQ activities, including operations research, systems and procedures analysis, workload essentiality, work distribution and work flow, skill mix, work methods and simplification, layout analysis, and work measurement. Manages and conducts A-76 commercial activities and competitive sourcing and privatization studies including development of performance work statements, most efficient organizations, and cost comparisons. Coordinates with staff activities and assists management with study implementation. Establishes and maintains manpower readiness and force management.

4.2.2. Applies organizational and process standards, and revises manpower documents. Performs manpower wartime support for operational planning and execution. Participates in mobility planning and the manpower and personnel readiness team or center. Maintains manpower portion of the wartime computer system. Provides operational, contingency, and exercise planning and support. Participates in force sizing exercise and base level assessment that defines in-place and deployment requirements. Conducts operational theater and overseas manpower requirements reviews. Correlates status of resources and training system data to unit manpower data. Provides recommendation on resource augmentation duty requirements identification. Evaluates and approves unit type code changes.

4.2.3. Designs, operates, and maintains manpower data systems at base major command (MAJCOM), or Headquarters USAF. Develops and prepares manpower documents. Maintains position mix among military, civilian, and contract personnel to ensure mission accomplishment and most efficient use of resources. Allocates military grades according to directives. Prepares and maintains manpower reports. Reviews support agreements.

4.2.4. Facilitates in developing short-and long-term goals and strategies relating to systems performance measures. Assists in developing organizational action plans systems processes, and human resource systems. Measures and analyzes organizational systems performance including data collection and analysis, metric development, system effectiveness surveys, and forecasting system performance. Assists organizations to develop and internalize continuous improvement principles and use of management tools through consultation process and training services. Designs systems with focus on results, and system effectiveness and efficiency.

4.2.5. Performs organizational analysis and develops organizational change requests. Studies organizations' missions and workloads. Evaluates organization structures for effectiveness and efficiency. Prepares Organization and functional charts. Prepares organization orders.

4.2.6. Performs special manpower studies. Plans and conducts management consultant and special manpower studies to provide solutions to management problems. Assists in determining applicable management tools and techniques, and implementing new methods and procedures. Programs Air Force

manpower within the Future Years Defense Plan (FYDP). Provides manpower program and budget justification and documentation. Provides Unit Manpower Documents and extracts, Authorization Change Notifications, data familiarization, and data services training.

5. Skill and Career Progression. Adequate training and timely progression from the journeyman to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure that each individual receives viable training at appropriate points in their career. The following narrative, and the AFSC 3U0X1 career field flowcharts define required training and identify the training career path.

5.1. Journeyman (3) Level. Initial skills training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident course (E3ALR3U031 003, PDS Code 5BI) located at Keesler AFB MS. Initial skills training requirements were identified and validated at the 24-27 Jan 00, U&TW at Keesler AFB MS, during a training workshop conducted specifically for development of a strawman Specialty Training Standard (STS). The decision to train specific tasks and knowledge items in the initial skills course is based on a review of a training requirements analysis, and AFSC 3U0X1 Subject Matter Expert (SME) input. Task and knowledge training requirements are identified and validated in the STS, Part II, Sections A and B. Individuals must complete the initial skills course to be awarded AFSC 3U031.

5.2. (5) Level. No 5-skill level exists.

5.3. Craftsman (7) Level. Upgrade training to the 7-skill level in this specialty consists of completing all STS core tasks for the assigned position, the 7-level Career Development Course (CDC), and the 7-level technical school course. Personnel enrolled in 7-level training after 1 Sep 97 are required to complete the 3U071 CDC and attendance at the Keesler Manpower Craftsman Course, for award of the 7-level skill. A new Manpower Craftsman Course is under development in accordance with Advanced Distributive Learning (ADL). This course will be CD ROM based with e-mail connectivity with fellow students and the course instructor. Students will be assigned a class date for enrollment and completion purposes. This methodology will require commitment by both the student and immediate supervisor to insure the course is completed within the designated time period. Incompletion will result in delaying award of the 7 skill level and could impact an individual's promotion status. Continuation training is available and should be used based on the individual's particular training needs.

5.4. Superintendent (9) Level. To be awarded AFSC 3U091, an individual must be a SMSgt, an in-resident graduate of the AF SNCOA, and satisfy all duty position training requirements. A 9-level can be expected to fill positions such as flight chief, production supervisor, and various staff NCOIC jobs. Additional training in the area of budget, manpower, resources and personnel management should be pursued through continuing education. Individuals promoted to SMSgt will attend the Senior Noncommissioned Officer Academy. Additional education and completion of courses outside of their career field are also recommended.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Manpower career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training.

6.1. Initial Skills. The initial skills course was revised to provide training needed to prepare graduates for education and training related positions.

6.2. Advance Skills Training. The Advance skill course was created to provide 7-level upgrade trainees the manpower and organization skills necessary to become 7-level craftsman. Graduates are considered qualified in the Manpower career field.

6.3. Seven Level Upgrade Requirements: Trainees are required to have completed the Manpower Career Development Course, be certified on identified core tasks, and attended the 7 Level Craftsman Course for the award of the 7 skill level. Supervisors, trainers, and trainees must ensure the proper training status code is reflected in the personnel data system. Miscoding will result in delay in selection for the craftsman course and completion of upgrade training.

6.4. Proficiency Training. This training is job qualification and consists of completing all identified core tasks for their assigned duty position. Additional qualification training (QT) becomes necessary when personnel transfer to another duty position, the unit mission changes, a new personnel program comes on board, or any time any techniques, procedures, or a need for increased productivity occurs.

7. Community College of the Air Force. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associates in Applied Sciences Degree. In addition to its associates degree program, CCAF offers the following:

7.1. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

7.2. Trade Skill Certification. When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency based assessment process for trade skill certification at one of four proficiency levels: Journeyman, Craftsman/Supervisor, or Master Craftsman/ Manager. All are transcribed on the CCAF transcript.

7.3. Degree Requirements. The 3-skill level must be held at the time of program completion. Upon completion of basic military training and assignment to an Air Force specialty field, active duty, ANG, and AFRES enlisted members may be placed in the degree program designed for their career field. The following is an example of the degree requirements:

DEGREE PROGRAM: PERSONNEL ADMINISTRATION - Occupational Specialties
include 8F000, 9R600, 9R700, 8R000, 8S000, 3U0X1, 3S0X1, 8F000

Overall Requirements	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies.....	6
Physical Education	4
General Education	15
Program Electives.....	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total.....	64

7.3.1. Technical Education (24 Semester Hours). A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective subjects/courses. Requests to substitute subjects/courses must be approved in advance by the Services Branch.

Technical Core Subjects/Courses	Semester Hours
Advanced Public Speaking	3
CCAF Internship	16
Manpower Management/Industrial Engineering	9
Personnel Administrative Practices	9
Personnel Counseling	6
Personnel Management	6
Salesmanship	3
Statistics	3
Work Measurement	6

Technical Electives Subjects/Courses	Maximum Semester Hours
Accounting	3
AF Enlisted Professional Military Education	12
Business Communication	3
Computer Science	6
General Psychology	6
Human Relations	6
Industrial Process Design	3
Labor Relations	3
Organizational Behavior	3
Policy and Decision Making	3
Principles of Management	6
Quality/Sampling Methods	3

7.3.2. Leadership, Management, and Military Studies (6 Semester Hours). Professional Military Education and/or civilian management courses. The preferred method of completing Leadership, Management, and Military Studies is through attendance at an Airman Leadership School, Major Command NCO Academy, and/or Air Force Senior NCO Academy. However, civilian courses that emphasize fundamentals of managing human or material resources may also be applicable.

7.3.3. Physical Education (4 Semester Hours). This requirement is satisfied by completion of basic military training.

7.3.4. General Education (15 Semester Hours). This requirement is satisfied by application of courses accepted in transfer or by testing credit. The following is a specific breakout of requirements:

Subjects/Courses	Semester Hours
Oral Communication (Speech)	3
Written Communication (English Composition)	3
Mathematics	3
Intermediate algebra or a college-level mathematics course is required. If an acceptable mathematics course is applied as a Technical or Program Elective, a Natural Science course meeting General Education Requirement (GER) application criteria may be applied.	
Social Science	3
Anthropology, Archaeology, Economics, Geography, Government, History, Political Science, Psychology, and Sociology	
Humanities	3
Fine Arts (History, Criticism, and Appreciation), Foreign Language, Literature, Philosophy, and Religion	

7.3.5. Program Elective (15 Semester Hours): The Program Elective requirement is satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting General Education requirements application criteria. Six semester hours of CCAF degree-applicable technical credit otherwise not applicable to the program may be applied.

7.4. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associates degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8. Career Field Path

8.1. Career Field Education and Training Charts. The following charts career path requirements and progression; Authorized and Assigned Strength; Promotion Trends chart; The Enlisted Education and Training Path Flowchart; Manpower Life Cycle training, and Manpower and Organization Core Competencies.

8.1.1. Authorized and Assigned Strength Future manning data will be available from AF/XPM and will not be updated in this document unless a major rewrite is accomplished.

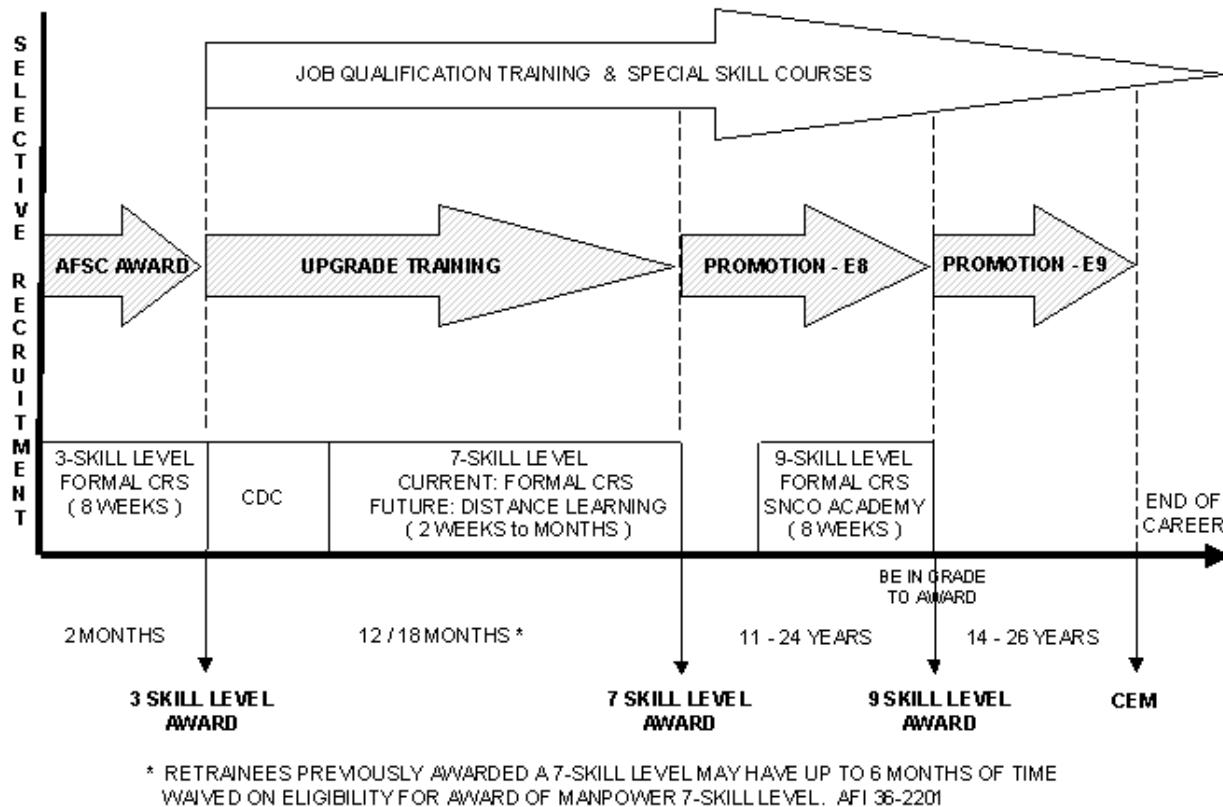
	CMS		SMS		MSG		TSG		SSG		SRA		TOTAL	TOTAL	%
AS OF	AUTH	ASGN	AUTH	ASGN	AUTH	ASGN	AUTH	ASGN	AUTH	ASGN	AUTH	ASGN	AUTH	ASGN	
Mar -00	25	24	71	53	288	293	231	228	180	191	0	1	795	790	99%
Jul-99	27	24	73	48	286	281	235	220	182	195	0	2	803	770	96%
JuL-98	25	25	77	49	287	262	231	162	174	205	3	2	797	705	88%
Jul-97	26	27	80	54	285	244	226	173	176	218	2	2	795	718	90%

8.1.2. Promotion Trends (Average Scores of Selectees). Future promotion data is be available through the AFPC Web Page and not be updated in this document.

CYC	NR ELIG	NR SEL	% SEL	YEARS TIG	YEARS TIS	YEARS AGE	POINTS TIG	POINTS TIS	POINTS EPR	POINTS DEC	POINTS PFE	POINTS SKT	POINTS PME	POINTS TOT	BOARD SCORE	TOTAL POINT SCORE
00 E8	207	16	7.72	4.79	19.43	39.27	34.72	20.47	135.00	17.38	60.84			277.41	377.34	654.75
99E9	26	4	15.38	4.19	23.31	43.33	31.63	24.15	135.00	23.75	61.85			276.37	384.38	660.75
99 E8	187	15	8.02	5.17	18.79	39.23	37.30	19.95	135.00	18.60	66.73			277.58	388.50	666.08
99 E7	74	22	29.72	4.81	17.15	37.55	35.84	36.49	134.24	11.41		64.95	72.17			355.10
99 E6	106	26	24.52	7.12	14.32	34.93	46.44	31.05	133.42	6.81		56.74	68.59			343.04
98 E9	29	6	20.68	4.35	22.83	42.27	32.58	23.65	135.00	22.67	57.99			271.89	377.50	649.39
98 E8	169	13	7.69	4.54	19.66	38.67	33.73	20.78	135.00	20.54	65.55			275.60	407.31	682.90
98 E7	62	14	22.58	4.76	17.15	38.10	35.57	36.41	133.59	12.71		66.24	83.77			368.29
98 E6	102	19	18.62	8.25	14.91	35.93	50.84	32.17	133.59	7.79		58.94	79.43			362.77
97E8	119	9	7.56	6.26	19.66	39.61	43.56	20.71	135.00	21.11	75.02		15.00	295.40	378.33	673.73
97E7	58	12	20.68	4.54	16.52	36.58	35.43	35.43	134.66	12.83	73.82	76.18				367.18
97E6	65	10	15.38	8.58	15.47	35.39	53.00	33.33	134.39	8.70	75.13	65.40				368.95
96E9	24	5	20.83	5.87	22.62	41.89	42.20	23.70	135.00	22.00	79.78		15.00	317.68	384.00	701.68
96E8	116	8	6.89	6.26	19.97	39.99	43.44	21.10	134.63	17.25	76.08		15.00	307.50	418.13	725.63
96E7	67	13	19.40	4.47	16.50	36.00	33.81	35.37	133.46	10.92	75.89	74.21		363.66		363.66
96E6	73	8	10.95	9.75	16.20	34.59	58.44	34.66	131.89	9.13	71.27	64.01		369.40		369.40
95E9	30	5	16.66	4.72	22.20	43.20	34.80	23.16	135.00	21.60	69.26		15.00	298.82	384.00	682.82
95E8	131	9	6.87	6.99	20.14	40.20	47.94	21.18	135.00	14.44	69.89		15.00	303.45	397.50	700.95
95E7	76	16	21.05	4.93	17.06	37.90	36.56	36.53	133.11	9.94	67.69	72.98		356.81		356.81
95E6	77	9	11.86	8.04	14.59	35.14	52.83	31.48	131.14	8.78	68.33	74.74		367.30		367.30
94S9	43	4	9.30	5.81	21.63	41.85	41.90	22.58	135.00	23.50	62.24		15.00	300.22	373.13	673.35
94S8	172	10	5.81	6.03	19.43	40.85	42.70	20.57	135.00	16.20	64.17		15.00	293.64	422.25	715.89
94A7	120	24	20.00	5.25	16.14	36.29	38.70	34.66	133.25	8.46	72.33	69.00		356.40		356.40
94A6	140	15	10.71	7.91	13.17	35.43	52.60	28.78	132.79	6.60	75.55	69.27		365.59		365.59
94A5	32	5	15.63	5.35	8.23	29.27	38.70	18.83	130.75	3.20	71.42	63.06		325.96		325.96
93S9	39	3	7.69	4.80		41.89	35.80	20.89	135.00	19.67	71.87		15.00	298.23	385.00	683.23
93S8	171	10	5.85	5.30	18.07	37.38	38.30	19.20	135.00	13.90	72.12		15.00	293.52	393.75	687.27
93A7	137	26	18.98	5.19	15.79	36.31	38.10	33.83	133.57	8.92	70.42	74.18		359.02		359.02
93A6	185	21	11.35	7.13	13.14	32.95	49.10	28.86	132.74	6.48	74.17	72.31		363.66		363.66
93A5	45	7	15.56	5.08	7.92	27.82	36.90	18.12	129.37	2.86	69.07	65.00		321.32		321.32

8.2. Manpower Life Cycle Training

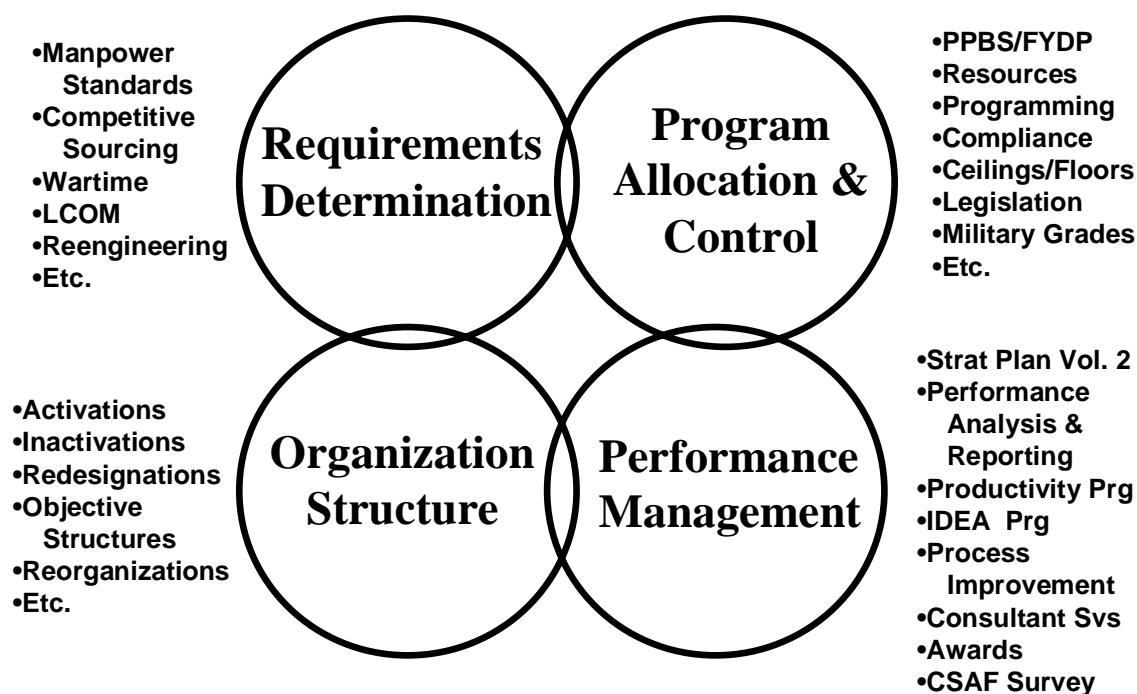
3Uxxx LIFE CYCLE TRAINING



8.2.1 The Manpower training cycle is different from most other specialties due to being a lateral career field. In addition to retraining in personnel from different year groups, recruiting and retraining within different grades compound the challenge of charting a by-year/by-grade progression in this specialty. The above chart is provided only as an overview of a typical training cycle with consideration for Manpower's uniqueness.

8.3. Manpower and Organization Core Competencies

Reengineering Validated Core Competencies

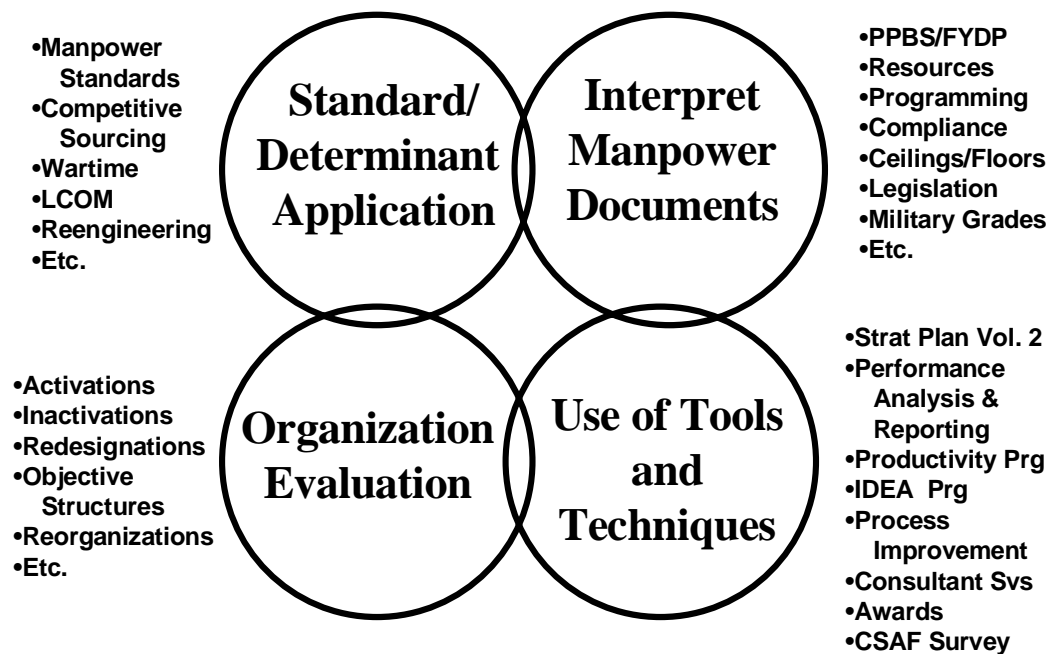


8.3.1. The Manpower and Organization function is structured around 4 core competencies: Requirements Determination, Program Allocation and Control, Organization Structure and Performance Management. These competencies were established during the Manpower's functional reengineering effort. A well rounded training program should introduce and utilize Manpower personnel in as many of these competencies as possible over a period of time.

8.3.2. The Specialty Training Standard (STS) is organized to reflect these competencies and includes supporting processes, tasks and subject areas. Due to the diverse skills offered by this specialty, an individual may perform only a few of these at a particular duty assignment. The objective of a sound individual development training plan is to expose personnel to as many areas of this specialty through job rotation and different levels of assignment.

8.3.3. Core Tasks

Core Tasks



8.3.3.1. Core tasks identified in the STS are intended to ensure the technician has an overarching understanding of the core competencies outlined above and throughout the STS. In doing so, a task from each area is identified which best exemplifies that particular competency. Like previous core task documentation requirements, once certified during upgrade training, supervisors are required to readdress these items as an individual's duty position and responsibilities change. For upgrade training requirements, the supervisor will determine at what level and at what depth the core task should be covered for certification. That determination should be documented appropriately in the individuals training record. This approach is possible since all tasks are covered during initial skills training and the actual duty location must determine the level of additional training.

Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

10. Specialty Qualification Requirements:

10.1. Apprentice Level Training: NA

10.1.1. Specialty Qualification.

10.1.1.1. Knowledge. Knowledge is mandatory of: Air Force MO policies, methods, and procedures; organizational development consultation and facilitation, strategic planning, benchmarking, productivity enhancement and survey techniques, process improvement, performance measures and metric development, and activity based cost analysis; principles of industrial engineering techniques and procedures; officer and airman classification procedures; manpower readiness and force management; automated data processing system operation and utilization; and organization structures, missions, and analysis.

10.1.1.2. Education. Completion of high school or general education development equivalency, with courses in mathematics including algebra or demonstrated proficiency in algebra (proficiency in algebra must be current), is mandatory. Completion of college level courses in English composition, grammar, effective writing, speech and computer science are highly recommended for entry into this AFSC.

10.1.1.3. Training. Completion of the Air Education and Training Command (AETC) Manpower Journeyman Course (E3ALR3U031 003, PDS Code 5BI), Keesler AFB MS is mandatory for award of AFSC 3U031. Completion of the following courses are desirable: Principles of organization, industrial engineering courses (to include work measurement, flow process charting, and resource utilization), computer science courses, algebra, and statistics courses.

10.1.1.4. Experience. N/A

10.1.1.5. Other. Prior qualifications in any AFSC at the 5-skill level or higher (or 3-skill level, if no 5-skill level exists), Staff Sergeant (E-5) or higher, the ability to speak clearly and distinctly, the ability to write and communicate effectively, and current proficiency in algebra and statistics are mandatory for entry into and retention of this specialty. Ability to operate word processing and data automation equipment is desirable. Mandatory General ASVB of 64.

10.1.2. Training Sources. Completion of the AETC Manpower Journeyman Course (E3ALR3U031 003, PDS Code 5BI), Keesler AFB MS satisfies the knowledge and training requirements specified in the specialty qualification section (above) for award of the 3-skill level. Part II of this CFETP identifies all the knowledge and tasks, with their respective standards.

10.1.3. Implementation. Entry into training is accomplished by approved retraining from any AFSC at the 5-skill level or higher (or 3-skill level, if no 5-skill level exists); must be a SSgt (E-5) or higher, and be interviewed by an officer, Senior NCO, or equivalent civilian. After graduation, job QT starts when an individual is assigned to their first duty position. Thereafter, it is initiated anytime an individual is assigned duties they are not qualified to perform.

10.2. Journeyman Level Training: N/A.

10.3. Craftsman Level Training:

10.3.1. Specialty Qualification.

10.3.1.1. Knowledge. Knowledge of the following areas is mandatory: manpower management policies, methods, and procedures; organization structure, missions, and analysis; principles of industrial engineering techniques and procedures; quality and productivity enhancement techniques; management survey techniques; manpower allocation processes; officer and airman classification procedures; automated data processing system operation and utilization; interviewing and counseling techniques; leadership and supervision principles; task analysis procedures; effective writing and briefing skills; training program management; and application of communicative interpersonal skills.

10.3.1.2. Education. For entry into this specialty, completion of high school or General Education Development (GED) equivalency, with courses in mathematics including algebra (proficiency in algebra must be current), is mandatory.

10.3.1.3. Training. Completion of the following requirements is mandatory for award of the 7-skill level: Complete all tasks for the assigned duty position, and the 7-level technical school course at Keesler AFB MS.

10.3.1.4. Experience. Prior qualification as a Manpower Journeyman is mandatory.

10.3.1.5. Other. N/A

10.3.2. Training Sources and Resources. The STS identifies all the tasks required for qualification. UGT and QT are provided by qualified trainers using available QTPs written for the duty position, program to be managed, or equipment to be used. QTPs are Air Force publications and are mandatory for use when available for a duty position, program or piece of equipment. They are obtained through normal publication channels in accordance with the procedures in AFIND 8. A list of training courses and QTPs is at Part II, Section B of this CFETP. Requests for qualified trainers will be directed to your base training manager.

10.3.3. Implementation. Entry into UGT is initiated when an individual possesses the 3-skill level and is in the grade of SSgt. QT is initiated anytime an individual is assigned duties they are not qualified to perform. Applicable QTPs and the 7-skill level Keesler school course must be completed to be awarded the 7-skill level.

10.4. Superintendent Level Training:

10.4.1. Specialty Qualification.

10.4.1.1. Knowledge. Knowledge of the following areas is mandatory: Management, supervision and Manpower policies, methods, and procedures; organization, missions, and analysis; industrial engineering techniques and procedures; quality and productivity enhancement techniques; management survey techniques; manpower allocation processes; officer and airman classification procedures; automated data processing system operation and utilization; interviewing and counseling techniques; effective writing and briefing skills; training program management; application of communicative interpersonal skills; wartime and contingency planning; and administration management.

10.4.1.2. Education. Individuals will attend the SNCO Academy after being selected for promotion to SMSgt.

10.4.1.3. Training. Completion of the duty position training requirements and SMSgt sew-on are mandatory for award of the 9-skill level.

10.4.1.4. Experience. Qualification as a Manpower Craftsman is mandatory.

10.4.1.5. Other. N/A

10.4.2. Training Sources/Resources. Instructions are provided in AFIND 8 for requesting current QTPs. Requests for qualified trainers should be directed to your base training manager. Continuation (advanced) training courses are available and attendance should be used based on the individual's particular training needs. QTPs are Air Force publications and are mandatory for use when available for a duty position, program, or piece of equipment. A list of training courses/QTPs is at Part II, Section B of this CFETP.

10.4.3. Implementation. N/A

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

12. Journeyman Level Training: N/A

12.1. Constraints. NA

12.1.1. Impact.

12.1.2. Resources Required.

12.1.3. Action Required.

12.2. OPR/Target Completion Date.

13. Five Level Training: N/A

13.1. Constraints.

13.1.1. Impact.

13.1.2. Resources Required.

13.1.3. Action Required.

13.2. OPR/Target Completion Date.

14. Seven-Level Training: N/A

14.1 Constraints. N/A

14.1.1. Impact.

14.1.2. Resources Required.

14.1.3. Action Required.

14.2. OPR/Target Completion Date.

Section E. Transitional Training Guide

15. Purpose. This transition guide will lay the direction/control to prepare our personnel for the 21st century. Also, tomorrow's challenges will be measured by how well we plan today; and our strength and direction are assured only through proper control. Only your genuine commitment to meeting this challenge head on will ensure the Air Force and our specialty benefit fully.

16. Conditions.

16.1. Duration.

16.2. Target Group.

17. Transition Training Plan (TTP) Administration.

17.1. Requirements.

17.2. Training Methods.

17.3. Certification Requirements.

17.4. Program Management.

18. Status Reporting. N/A

Part II

Section A - Specialty Training Standard

1. Implementation. This STS will be used for training provided by AETC for 3-level classes entering 20010108 and graduating 20010305 for course E3ALR3U031 003 and for 7-level classes entering 20010305 and graduating 20010315 for course E3ACR3U071 001. This STS was developed by a Utilization and Training Workshop held at Keesler AFB, 24-27 Jan 2000.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level. Number task statements sequentially i.e., 1.1, 1.2, 2.1. Column 2 (Core Tasks) identifies, by asterisk (*), specialty-wide training requirements.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date. (*As a minimum, use the following column designators: Tng Comp, Certifier Initials*).

2.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit-training manager for current CDC listings.

2.4. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **On-The-Job Training Record**, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. Documentation. Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. **NOTE:** The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

2.5.1.1. Converting from Old Document to CFETP. Use the new CFETP to identify and certify all past and current task qualifications unless an AFJQS has been mandated. For those core and critical tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, recertify using current date as completion date and enter trainee's and certifier's initials. Remember, during the transcription process no training is taking place. Therefore, the trainer's initials are not required. For non-core and non-critical tasks previously certified and required in the current

duty position, evaluate current qualifications and when verified, recertify using current date as completion date. Enter trainee's and trainer initials. When transcribing previous certification for tasks not required in the current duty position, carry forward *only* the previous completion date of certification (*not the initials of another person*). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles. Upon completion of the transcription process, give the old CFETP to the member.

2.5.1.2. Documenting Career Knowledge. When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFI 26-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. **NOTE:** Career Knowledge must be documented prior to submitting a CDC waiver.

2.5.1.3. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated system. Appropriate remarks are entered on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.5.2. Training Standard. Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.6. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs* (formerly AFR 35-16, volume 1). WAPS is not applicable to the Air National Guard.

3. Recommendations. Report Unsatisfactory performance of individual course graduates to 335 TRS/TRR, 709 Meadows Drive, Keesler AFB MS 39534-2235. Reference specific STS paragraphs. A customer service information line has been installed for the supervisor's convenience. For a quick response to problems, call our Customer Service Information Line, Defense Switched Network (DSN) 597-4566 anytime day or night.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

JOSEPH H. WEHRLE, JR, Lieutenant General, USAF
Deputy Chief of Staff, Plans and Programs

This Block Is For Identification Purposes Only		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
<p>Explanations</p> <p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>X This mark is used alone in course columns to show that training required but not given due to limitations in resources.</p> <p>NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time.</p>		

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided by the technical school					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1. MANPOWER OVERVIEW TR: AFD 38-1, AFD 38-2, AFMAN 38-208, AFI 36-2105, AFI 36-2108, AFI 36-2832, Recruiting Handbook												
1.1. Duties of AFSC 3U0X1/38M1 TR: AFI 36-2105, AFI 36-2108							B				-	B
1.2. Career Progression TR: CFETP Part I							B				-	B
1.3. Recruiting for the Career Field TR: Recruiting Handbook							B				-	B
1.4. USAF Manpower Awards for Professional Excellence TR: AFI 36-2832							-				-	B
2. ORGANIZATION STRUCTURE TR: AFD 38-1, AFD 38-5, AFI 38-101 US Code Title 10, APPG, AFSC Pub 1, AFI 38-205												
2.1. Principles of Organization							B				-	B
2.2. Air Force Organization Structure TR:							B				-	C
2.3. Organizational Evaluation TR:	*						B				-	B
2.4. Identifying Organizational Changes TR:							B				C	C
3. PROGRAM ALLOCATION AND CONTROL TR: AFD 38-2, AFI 38-201, AFI 38-204, AFMAN 38-208, AFCSM 38-142, Vol 2												
3.1. Planning Programming Budgeting Cycle TR: PPBS Primer,, DODD 70453.14, DODI 7045.7, AFPD 16-5, AFI 16-501							A				A	A
3.2. Program Objective Memorandum (POM)							-				B	-
3.3. Future Years Defense Program (FYDP)							A				A	A
3.4. FYDP Allocation Process							-				B	-
3.5. Current Requirement Table												
3.5.1. Authorization/FYDP Compare							-				B	-
3.5.2. Implement Authorization Adjustments							-				b	-
3.6. Programming Factors and Functional Estimating Equations												

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided by the technical school					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
3.6.1. Apply Programming Factors							—				b	b
PROGRAM ALLOCATION AND CONTROL (Cont'd)												
3.6.2. Develop Functional Estimating Equations							—				b	b
3.7. Manpower Resource Management TR: AFI 38-201, AFI 38-204												
3.7.1. Military Grades and Skills TR: AFI 38-201							A				B	B
3.7.2. Colonel Positions TR: AFI 38-201							A				—	A
3.7.3. Civilian Position Management TR: AFI 38-201							A				C	B
3.7.4. Contract Manpower Equivalents (CME) TR: AFI 38-201							A				—	B
3.7.5. Aircrew Requirements TR: AFI 38-201							A				—	B
3.7.6. Individual Mobilization Augmentee (IMA) TR: AFI 38-201							A				—	A
3.7.7. Guard and Reserve							A				—	A
3.7.8. Program Element Code (PEC)							B				B	B
3.7.9. Overseas Manpower Considerations TR: AFI 38-204							A				—	A
3.7.10. Strength Ceilings/Floors and Mandates TR: US Code title 10, NDAA, DPG, APPG							A				—	—
3.8. Manpower Data System (MDS)												
3.8.1. Database Structure and Attributes							B				—	B
3.8.2. Operate MDS							2b				2b	B
3.8.3. Manpower Documents	*											
3.8.3.1. Interpret Unit Manpower Document (UMD)							2b				—	—
3.8.3.2. Unit Manpower Document (UMD)							—				—	B
3.8.3.3. Interpret Change Notice							2b				—	—
3.8.3.4. Change Notice							—				—	B
3.8.4. Authorization Change Request (ACR)												
3.8.4.1. Evaluate ACR							b				—	c
3.8.4.2. Build Manpower Project							2b				c	—

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided by the technical school					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4. REQUIREMENTS DETERMINATION TR: AFDD-2, AFI 38-101, AFI 25-201, AFI 38- 201, AFI 38-205, AFMAN 38-208, AFI 10-201, AFI 10-215, AFMAN 10-401, AFI 10-402, AFI 10-403												
4.1. Manpower Standards/Determinants												
4.1.1. Statistics												
4.1.1.1. Identifying Principles and Symbols							B				–	B
4.1.1.2. Compute Measures of Central Tendencies							2b				–	c
4.1.1.3. Compute Measures of Dispersion							2b				–	c
4.1.1.4. Perform Correlation and Regression Analysis							2b				–	c
4.1.1.5. Select Equation/Model							2b				–	–
4.1.2. Standard/Determinant Development												
4.1.2.1. Methodology and Approach TR: AFMAN 38-208												
4.1.2.1.1. Functional Familiarization							B				–	–
4.1.2.1.2. Develop Project Plan							-				–	c
4.1.2.1.2.1. Select Potential Workload Factors (PWLF)							b				–	–
4.1.2.1.2.2. Select Workload Measurement Method							b				–	–
4.1.2.1.3. AS-IS Model												
4.1.2.1.3.1. Prepare Process Oriented Description (POD)							2b				–	c
4.1.2.1.3.2. Statement of Conditions (SOC)							B				–	–
4.1.2.1.4. Opportunity Research							B				–	–
4.1.2.1.5. Develop TO-BE Model							2b				–	–
4.1.2.1.6. FIN-REP & Determinant Coordination							B				–	–
4.1.2.1.7. Implement Manpower Determinant							2b				–	c
4.1.2.1.8. Workshop Measurement Facilitation							B				–	B
4.1.2.1.9. Develop Manpower Table (MANTAB)							2b				–	c
4.1.2.2. Unit Type Code (UTC)												
4.1.2.2.1. Develop Unit Type Code (UTC)												c

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided by the technical school					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
REQUIREMENTS DETERMINATION (Cont'd)												
4.1.2.2.2 Develop Mission Capability Statement (MISCAP) TR: AFI10-401							b				—	—
4.1.2.2.3. Develop Manpower Force Element List (MFEL) TR: AFI 10-401							b				—	—
4.1.3. Standard/Determinant Application	*											
4.1.3.1. Apply Equation/Model							2b				—	c
4.1.3.2. Apply Man-Hour Availability Factor (MAF)/Overload Factor							2b				—	c
4.1.3.3. Perform Impact Analysis							2b				—	—
4.1.4. Variance Development							B				—	B
4.1.5. Man-Hour Availability Factors Development							B				—	—
4.2. Competitive Sourcing and Privatization							A				—	B
4.3. AF Commercial Activities Program (AFCAP) TR: AFI 38-203												
4.3.1. Program Overview							A				—	B
4.3.2. Activity Determination Process							A				—	B
4.3.3. Inventory, Review and Nomination Process							A				—	B
4.3.4. Standard Cost Comparison/Direct Conversion							A				—	B
4.3.5. Cost Comparison Management Steering Group							A				—	B
4.3.6. Performance Work Statement and Quality Assurance Surveillance Plan							A				—	B
4.3.7. Most Efficient Organization (MEO) and Contract Implementation							A				—	B
4.3.8. Cost of Government In-House Performance/COMPARE							A				—	B
4.3.9. Reporting/CAMIS							A				—	B
4.4. Requirements Utilization												
4.4.1. Interpret a Deployment Requirements Manning Document (DRMD)							2b				—	—
4.4.2. Deployment Requirements Manning Document (DRMD)							—				—	B
4.4.3. Civilian Emergency Essential Program							A				—	B

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided by the technical school					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
REQUIREMENTS DETERMINATION (Cont'd)												
4.4.4. Resource Augmentation Duty (READY) Program TR: AFI 10-217							A				–	B
4.5. Contingency Manpower Planning and Execution												
4.5.1. National Strategy Fundamentals							A				–	B
4.5.2. Deliberate and Crisis Action Planning							A				–	–
4.5.3. USAF Readiness Community							A				–	B
4.5.4. Manpower Functional Roles and Responsibilities							A				–	B
4.5.5. USAF War Mobilization Plan (WMP)							A				–	B
4.5.6. Manpower Equipment Force Packaging System (MEFPAK)							A				–	B
4.5.7. Global Command and Control System (GCCS)												
4.5.7.1. Joint Operation Planning and Execution System (JOPES) /Automated Data Processing (ADP)							A				–	B
4.5.7.2. JOPES Time Phased Force Deployment Data (TPFDD)							A				–	B
4.5.7.3. Deliberate Crisis Action Planning and Execution System (DCAPES)							A				–	B
4.5.7.4. MANPER-B							A				–	B
4.5.7.5. Operations Tasking and Priority (OT&P)							A				–	B
4.5.8. Support Force Sizing Exercise (FORSIZE)							B				–	B
4.5.9. Total Force Assessment							–				B	B
4.5.10. Status of Resources and Training System (SORTS) Report												
4.5.10.1. Designed Operational Capability (DOC) Statement							A				B	–
4.5.10.2. Interpreting a DOC Statement							B				–	–
4.5.10.3. Analyzing a DOC Statement							–				C	–
4.5.10.4. Perform UTC/UMD Comparison							2b				–	–
4.5.10.5. UTC/UMD Comparison							–				–	C
4.5.10.6. Identify UTC/UMD Mismatch							2b				–	–

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided by the technical school					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
REQUIREMENTS DETERMINATION (Cont'd)												
4.5.10.7. Resolve UTC/UMD Mismatch							—				2b	—
4.5.10.8. UTC/UMD Mismatch Resolution							—				—	C
4.6. Support Agreements TR: AFI 25-201, AFI 38-204							B				—	B
5. PERFORMANCE MANAGEMENT TR: AFSP Vol I & II, AFMAN 38-208, AFI 36-2868, AFD 38-3, AFI 36-2830, AFI 38-301, AFD 38-4, AFI 38-401, AFH 38-402, AFH 38-403, AFI 90-1102												
5.1. Principles of Performance Management TR: AFI 90-1102												
5.1.1. Background, Policy, and Procedures							B				—	B
5.1.2. Roles and Responsibilities							B				—	B
5.1.3. Develop Performance Plan							b				—	b
5.1.4. Task Assurance							B				—	B
5.1.5. Mission Essential Tasks							A				—	B
5.1.6. Facilitation of Performance Measures Development							B				—	—
5.1.7. Automated Reporting Systems							A				—	B
5.2. PM Linkage to Strategic Planning TR: AFSP Vol 2, AFD 90-11							B				—	B
5.3. Process Improvement Measurement TR: AFMAN 38-208												
5.3.1. Facilitation Principles and Techniques							—				—	B
5.3.2. Tools and Techniques TR: AFMAN 38-208	*											
5.3.2.1. Use Data Gathering Tools							2b				—	—
5.3.2.2. Use Data Display Tools							2b				—	—
5.3.2.3. Use Data Analysis Tools							2b				—	—
5.3.3. Sampling							A				—	—
5.3.4. Perform Operational Audit							2b				—	—
5.3.5. Determine Minimum Manpower Requirement							2b				—	—
5.3.6. Performing Simulation Modeling TR: AFI 38-208 Vol 3							A				—	—
5.3.7. Simulation/Modeling							—				—	A

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided by the technical school					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5.3.8. Benchmarking							B				—	—
5.4. Consulting Services							B				C	—
5.5. Productivity Enhancement Capital Investment												
5.5.1. Fast Payback Capital Investment (FASCAP)							B				—	B
5.5.2. Productivity Investment Fund (PIF)							B				—	B
5.6. IDEA Program							A				—	B
5.7. Legislation and mandates affecting PM (GPRA, APPG)							A				—	B
5.8. AF/DoD Awards other than AFI 36-2832							A				—	B
6. WORKCENTER MANAGEMENT AND OFFICE SKILLS TR: AFP 36-2241, AFH 33-337, Manufacturer's Manual												
6.1. Leadership and Supervision							—				—	—
6.1.1. Mentoring							—				—	—
6.1.2. Counseling							—				—	—
6.1.3. New Personnel Orientation							—				—	—
6.1.4. Performance Feedback							—				—	—
6.1.5. Performance Evaluation							—				—	—
6.1.6. Work Distribution and Control							—				—	—
6.1.7. Unit Training							—				—	—
6.2. Communications and Computer Skills												
6.2.1. Operate Word Processing Program TR: Manufacturer's Manual							2b				—	—
6.2.2. Operate Spreadsheet Program TR: Manufacturer's Manual							2b				—	—
6.2.3. Operate Database Program TR: Manufacturer's Manual							2b				—	—
6.2.4. Operate Presentation Program TR: Manufacturer's Manual							2b				—	—
6.2.5. Information Technology Programs TR: Manufacturer's Manual							—				—	—
6.2.6. Typing/Key Board Skills							—				—	—
6.3. Presentation, Staffing and Coordination												
6.3.1. Prepare Written Correspondence TR: AFP 36-2241, AFH 33-337							2b				2b	—

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided by the technical school					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6.3.2. Develop Briefing TR: AFP 36-2241, AFH 33-337							2b				2b	—
6.3.3. Present Briefing Resident TR: AFP 36-2241, AFH 33-337							2b				2b	—
6.3.4. Present Briefing ADL TR: AFP 36-2241, AFH 33-337							—				—	—
NOTE 1: Users are responsible for annotating training references to identify current references pending STS revision.												
NOTE 2: Core tasks are identified with an * in Column 2.												
NOTE 3: All tasks and knowledge items shown with a proficiency code are trained during war time.												

Section B - Course Objective List

4. Course Objectives. These objectives are listed as taught by block of instruction. The objectives and the order in which they are taught are subject to change as a result of course validation and changes to the STS.

4.1. Initial Skills Course:

4.1.1. BLOCK I - INTRODUCTION TO THE MANPOWER CAREER FIELD

1. Using a scenario, conduct brainstorming IAW a locally developed checklist. STS: 5.3.2.1.
Meas: W
2. State principles of the Manpower Career Field. STS: 1.1., 1.2., 1.3. Meas: W
3. Identify facts relating to the IDEA program. STS: 5.6. Meas: W
4. Using a scenario and a computer, operate a word processing system IAW locally developed checklist. STS: 6.2.1. Meas: PC
5. Using a scenario and a computer, operate presentation program IAW locally developed checklist. STS: 6.2.4. Meas: PC
6. Using a scenario and a computer, operate a spreadsheet program IAW locally developed checklist. STS: 6.2.2. Meas: PC
7. Identify principles and symbols of statistics. STS: 4.1.1.1. Meas: W
8. Using a scenario, compute descriptive statistics IAW locally developed checklist. STS: 4.1.1.2., 4.1.1.3. Meas: PC/W
9. State principles of the Manpower Data System (MDS). STS: 3.8.1. Meas: W
10. Using a scenario and a computer, operate MDS IAW locally developed checklist. STS: 3.8.2. Meas: PC
11. Using MDS and a computer, interpret a UMD IAW locally developed checklist. STS: 3.8.3.1. Meas: PC
12. Using a scenario and a computer, operate data base program IAW locally developed checklist. STS: 6.2.3. Meas: PC

4.1.2. BLOCK II - WORK IDENTIFICATION AND MEASUREMENT

1. State principles related to developing a Man-Hour Availability Factor (MAF). STS: 4.1.5. Meas: W
2. Given a scenario, prepare a Process Oriented Description (POD) IAW a locally developed checklist. STS: 4.1.2.1.3.1., 5.3.2.2. Meas: PC/W
3. State principles related to a Statement of Conditions. STS: 4.1.2.1.3.2. Meas: W
4. Identify procedures related to selecting Potential Workload Factors (PWLF). STS: 4.1.2.1.2.1. Meas: W
5. Using a scenario, perform an operational audit IAW locally developed checklist. STS: 5.3.4. Meas: PC/W
6. Identify facts about work sampling. STS: 5.3.3. Meas: W
7. Using a scenario and a computer, develop data analysis tools IAW locally developed checklist. STS: 5.3.2.3. Meas: PC/W
8. Using a scenario, compute minimum manpower requirement IAW a locally developed checklist. STS: 5.3.5. Meas: PC/W
9. Identify facts related to performing simulation modeling. STS: 5.3.6. Meas: W
10. State principles of workshop measurement facilitation. STS: 4.1.2.1.8. Meas: W
11. Identify procedures related to selecting workload measurement methods. STS: 4.1.2.1.2.2. Meas: W
12. Using a scenario in a workshop measurement facilitation setting, develop data gathering tools IAW locally developed checklist. STS: 5.3.2.1. Meas: PC/W
13. Identify facts related to cost comparison. STS: 4.2., 4.3.1., 4.3.2., 4.3.3., 4.3.4., 4.3.5., 4.3.6., 4.3.7., 4.3.8., 4.3.9. Meas: W.
14. State principles related to Support Agreements. STS: 4.6. Meas: W

4.1.3. BLOCK III - STANDARDS APPLICATION AND UMD MAINTENANCE

1. Using a scenario and a computer, interpret a scatter diagram IAW a locally developed checklist. STS: 5.3.2.2. Meas: PC/W
2. Using a scenario and a computer, develop a ratio unit manpower standard IAW locally developed checklist. STS: 4.1.3.2. Meas: PC/W

3. Using a scenario and a computer, perform correlation and regression analysis IAW locally developed checklist. STS: 4.1.1.4. Meas: PC/W
4. Using a scenario, select a manpower equation/model, IAW locally developed checklist. STS: 4.1.1.5. Meas: PC/W
5. Using a scenario, develop a manpower table (MANTAB) IAW a locally developed checklist. STS: 4.1.2.1.9. Meas: PC/W
6. State principles related to manpower standard variance development. STS: 4.1.4. Meas: W
7. Using a scenario, apply manpower standards IAW locally developed checklist. STS: 4.1.3.1., 4.1.3.3., 4.1.2.1.7. Meas: PC
8. State principles related to manpower FIN-REP and determinant coordination. STS: 4.1.2.1.6. Meas: W
9. State principles related to requirements determination. STS: 4.1.2.1.1., 4.1.2.1.4. Meas: W

4.1.4. BLOCK IV - MANPOWER PROGRAMMING AND RESOURCE MANAGEMENT

1. Identify the steps involved in evaluating an Authorization Change Request (ACR). STS: 3.8.4.1. Meas: W
2. Using a scenario and a computer, build a manpower project in MDS IAW a locally developed checklist. STS: 3.8.4.2. Meas: PC
3. Using MDS and a computer, interpret a change notice IAW locally developed checklist. STS: 3.8.3.3. Meas: PC
4. Identify facts pertaining to the Air Force Planning, Programming and Budgeting System. STS: 3.1., 3.3. Meas: W
5. Identify facts pertaining to Air Force strength ceilings/floors and mandates. STS: 3.7.10., 3.7.9. Meas: W
6. State principles related to Program Element Codes (PEC). STS 3.7.8. Meas: W.
7. State basic facts related to manpower resources. STS: 3.7.1., 3.7.2., 3.7.3., 3.7.4., 3.7.5. Meas: W
8. Identify facts about national strategy. STS: 4.5.1. Meas: W
9. State basic facts pertaining to contingency manpower planning and execution. STS: 3.7.6, 3.7.7., 4.4.3., 4.4.4., 4.5.2., 4.5.3, 4.5.4, 4.5.5, 4.5.6., 4.5.7.1., 4.5.7.2., 4.5.7.3., 4.5.7.4., 4.5.7.5., 4.5.8, 4.5.9.1 Meas: W

10. Identify facts related to a Designed Operational Capability (DOC) Statement. STS: 4.5.9.1.
Meas: W
11. State principles about interpreting a DOC Statement. STS: 4.5.9.2. Meas: W
12. Identify basic facts about Total Force Assessment (TFA). STS: 4.5.8. Meas: W
13. Identify steps required to develop a Mission Capability Statement (MISCAP). STS: 4.1.2.2.2.
Meas: W
14. Identify steps required to develop a Manpower Force Element List (MFEL). STS: 4.1.2.2.3.
Meas: W
15. Using a scenario, interpret a Deployment Requirements Manning Document (DRMD) IAW locally developed checklist. STS: 4.4.1. Meas: PC
16. Using a scenario and a computer, perform a UTC/UMD comparison IAW locally developed checklist. STS: 4.5.9.4., 4.5.9.6. Meas: PC

4.1.5. BLOCK V - ORGANIZATION STRUCTURE AND PERFORMANCE MANAGEMENT

1. State principles of Air Force organization. STS: 2.1 Meas: W
2. State principles of Air Force organizational structure. STS: 2.2 Meas: W
3. State principles relating to organizational evaluation. STS: 2.3, 2.4. Meas: W
4. State basic facts related to Performance Management legislation. STS: 5.7. Meas: W
5. State principles related to Performance Management. STS: 5.1.1., 5.1.2., 5.2. Meas: W
6. Determine steps required to develop a performance plan. STS: 5.1.3. Meas: W
7. State principles related to task assurance. STS: 5.1.4. Meas: W
8. Identify facts related to mission essential tasks. STS: 5.1.5. Meas: W
9. State principles related to the facilitation of performance measure development. STS: 5.1.6.
Meas: W
10. State facts related to the AF performance management automated reporting system. STS: 5.1.7.
Meas: W
11. State principles related to consulting services. STS: 5.4. Meas: W
12. State principles of benchmarking. STS: 5.3.8. Meas: W

13. State principles related to Productivity Enhancement Capital Investment (PECI) Programs. STS: 5.5.1. B, 5.5.2. Meas: W

14. State basic facts related to AF/DoD Awards other than AFI 36-2832. STS: 5.8. Meas: W

4.1.6. BLOCK VI - FINAL PROJECT

1. Develop a TO-BE model to determine manpower requirements IAW a locally developed checklist. STS: 3.8.4.2., 5.3.2.1., 5.3.2.2., 5.3.2.3., 4.1.2.1.5. Meas: PC
2. Using a scenario, prepare written correspondence IAW a locally developed checklist. STS: 6.3.1., 6.3.2. Meas: PC
3. Using a scenario, brief a manpower project IAW a locally developed checklist. STS: 6.3.3. Meas: PC

4.2. Advanced Skills Course:

4.2.1. BLOCK I - MANPOWER CORE COMPETENCIES

1. State principles of military grades and skills. STS: 3.7.1. Meas: W
2. Analyze requirements for civilian position management. STS: 3.7.3. Meas: W
3. State principles of the Program Element Code. STS: 3.7.8. Meas: W
4. State principles of the FYDP allocation process. STS: 3.4. Meas: W
5. State principles of authorization - FYDP comparison. STS: 3.5.1. Meas: W
6. Determine steps required to implement authorization adjustments as a result of the FYDP allocation process. STS: 3.5.2. Meas: W
7. State basic facts related to the Planning, Programming, and Budgeting System. STS: 3.1. Meas: W
8. State principles of the Program Objective Memorandum (POM) development. STS: 3.2. Meas: W
9. State basic facts related to the Future Years Defense Program (FYDP). STS: 3.3. Meas: W
10. Given a scenario, AFSCM 38-142, Vol. 2. and a computer, utilize the Manpower Data System (MDS), IAW a locally developed checklist. STS: 3.8.2. Meas: PC
11. Determine procedures for evaluating a Manpower Project in MDS. STS: 3.8.4.2. Meas: W

12. Determine steps required to apply programming factors. STS: 3.6.1. Meas: W
13. Determine steps required to develop functional estimating equations. STS: 3.6.2. Meas: W
14. Analyze factors concerning Organization Change Requests (OCR). STS: 2.4. Meas: W
15. State principles related to a Designed Operational Capability (DOC) statement. STS: 4.5.9.1. Meas: W
16. Analyze a DOC statement. STS: 4.5.9.3. Meas: W
17. Given a scenario, resolve a UTC/UMD mismatch. STS: 4.5.9.7. Meas: W
18. State principles related to Total Force Assessment (TFA). STS: 4.5.8. Meas: W
19. Analyze uses of consulting services in the Manpower career field. STS: 5.4. Meas: W

4.2.2. BLOCK II - MANPOWER TOOLS AND RESOURCES

1. Prepare written correspondence IAW a locally developed checklist. STS: 6.3.2. Meas: PC
2. Given a scenario, present an out brief, IAW a locally developed checklist. STS: 6.3.1., 6.3.3. Meas: PC

Section C - Support Material

5. NOTE: There are currently no support material requirements. This area is reserved.

Section D - Training Course Index

6. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

7. Air Force In-Residence Courses.

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
E3ALR3U031 003	Manpower Journeyman	Keesler AFB MS	
E3ACR3U071 001	Manpower Craftsman	Keesler AFB MS	

8. Extension Course Institute (ECI) Courses

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
3U071	Manpower Craftsman	Keesler AFB MS	

9. Exportable Courses

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
NOTE: Refer to the AFMIA WebPage for available courses NA			

10. Courses Under Development/Revision

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
E6ACS3U071 000	Manpower Craftsman	Keesler AFB MS	

NOTE 1: The Manpower Craftsman course is presently under Alternative Distributive Learning (ADL) development. ADL initiative will replace current in resident course upon testing and evaluation. Target implementation date is Oct 01.

NOTE 2: Several courses are under development by MAJCOMs and AFMIA. Refer to the AFMIA WebPage for status of course availability.

Section E - MAJCOM Unique Requirements

NOTE: Contact servicing MAJCOM for availability of MAJCOM unique requirements. This area is reserved.